

## BOOKMOBILE STAFF

A trained librarian should be present at all bookmobile stops. The bookmobile librarian must be able to work successfully and quickly with the wide range in age and reading level among patrons. He or she must have the necessary physical stamina, the ability to meet patrons easily, and sufficient knowledge and love of books to operate without a card catalog. For each bookmobile librarian or driver, there should be another staff member trained and available in case of need.

A bookmobile should have no less than two staff members - a librarian and a driver - for each scheduled trip. Each bookmobile librarian should be scheduled at least one day a week in headquarters for organizing work, filling requests, selecting books, supervising routines and participating in professional activities of the library system. A well-organized program of inservice training should be maintained for the nonprofessional staff.

Tasks and qualifications for bookmobile librarian and driver are as follows:

Bookmobile Librarian

## Examples of typical tasks:

Planning, organizing and directing bookmobile service in a given area which will serve the public, stations, libraries, and schools; arranging schedule to cover territory properly; selecting a book collection which will stimulate the best reading interests; registering borrowers; assisting patrons in locating books; recommending books; charging and discharging books; filling individual requests for books and materials; preparing special collections for stations, libraries and schools; instructing custodian; keeping records and preparing reports of the service; making suggestions for new book purchases; maintaining public relations with county officials, groups and organizations; preparing and distributing booklists; preparing newspaper and radio publicity; analyzing local situations; attending professional meetings; and in other ways making the bookmobile service known to the community.

## Qualifications:

Professional: Preferred requirements are completion of a four-year course in a four-year standard college or university, or